



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: STAFF PERSONNEL PROGRAM ANALYST

SALARY:	\$4726 - \$5726	POSITION NUMBER:	363-221-5313-001
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Limited Term/Full-Time (19 months) (Funding may be approved for additional year.)	FINAL FILING DATE:	UNTIL FILLED

(Positions are excluded from Collective Bargaining and receive Excluded benefits.)
Free Parking at the Proposed West Sacramento Site – February 2006

DUTIES:

This position is DPA's working staff representative on the State Controller's Office 21st Century Project, a joint effort between the State Controller's Office and DPA to automate payroll, leave accounting, timekeeping, benefits, employment, position management, and reporting. Through the project DPA will have access to statewide human resources data for use in labor negotiations, benefit management, classification review, etc. Duties of the position are highlight below:

- Team Leadership - Provides guidance to the DPA 21st Century Project Business Team on all SCO HRMS/Payroll ERP project related activity. Acts in the absence of the Personnel Program Advisor (PPA) to assign tasks and deadlines.
- Organization Change Management/Communication/Training - Works directly with the SCO 21st Century Project (Business/Technical) Teams and various Stakeholder groups (i.e., mid-level managers; business partners, control agencies, departments, and collective bargaining representatives, etc.) and the software consultant and system integrator to successfully execute/implement organizational change management and training activities as it relates to department workplace and workforce readiness. Assist the PPA with the coordination and deployment of change across all State agencies/boards/commissions/other State entities, and collective bargaining units. Assist with business policy and procedure decisions. Collaborate with the System Integrator to design the future HR organizational model.
- Labor Relations/Classification– Serves as a technical consultant with DPA, SCO, and Stakeholder groups to facilitate HR classification/labor activity (i.e., studies, reviews, meet and confers, etc.). Make presentations to executive levels and to labor unions regarding classification related information. Develop and recommend to management the negotiating position and strategy. Participate in all associated collective bargaining activity.
- Legislative/Rule Proposals – Researches and drafts proposed legislative and rule changes as needed to implement the policy changes that have received support from management and/or bargaining units and respond to alternative and concerns that arise during rulemaking and legislative hearings.
- 21st Century Project Design/Development Phase– Participates with SCO 21st Century Project team, the Software Consultant and System Integrator with design, development, testing, conversion, and interfaces activities.

DESIRABLE QUALIFICATIONS: Strong analytical and communication skills, personnel management/labor experience in either a control agency setting or in a line department, and familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act, are highly desirable qualifications.

WHO MAY APPLY: Applicants who have status as a Staff Personnel Program Analyst (SPPA) or Staff Services Manager I (SSM I), or are on a promotional eligibility list for SPPA; or have transfer eligibility for SPPA or SSM I. Applicants at the Associate level will be considered with the desirable qualifications noted above. Only the most qualified applicants will be interviewed.

SUBMIT APPLICATIONS/RESUMES TO:

Camille Goodwin-Boyd, 21st Century Project Manager Telephone (916) 324-6746
Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814.

E-mail address: cgoodwin-boyd@sco.ca.gov or camillegoodwin-boyd@dpa.ca.gov

(RPA 0#05-167)

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.